

Position Title: Assistant to the Assessor
Municipality: Charter Township of Comstock
Salary: Determined by Qualifications
Closing Date: January 13, 2016 at 5:00 P.M.

GENERAL SUMMARY: Under the direct supervision of the Township Assessor, performs a variety of assessing functions and duties to ensure that all property is fairly and uniformly assessed as required by the State of Michigan.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Conducts neighborhood field inspections of residential properties during the year; including updating property information, sketches, pictures and hard files.
2. Sketches plans into the BS&A Assessing database. On-site inspections are done at the end of each project and completed building information is entered into Assessing software.
3. Prices out the new construction and determines the value of the improvement(s). At the end of each year, determines the value of any partial construction and enters data into Assessing software.
4. Assists in the discovery of Personal Property by an annual canvass of local businesses; assigns new parcel numbers for new businesses. Enters Personal Property Statements and forms into the Assessing database.
5. Maintains Personal Property files.
6. Assists with preparation of Board of Review; held three times per year.
7. Communicates with the public regarding assessment issues including lot sizes, legal descriptions, property cards, and maps.
8. Inputs Sale Documents into Assessing database and maintain files.
9. Maintains property record cards; both electronic and hard copy.
10. Processes Principal Resident's Exemption (PRE) documents into Assessing database; sends completed forms to State of Michigan.
11. Performs other tasks as assigned.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE and CERTIFICATION

- High school diploma or GED; supplemented by college level course work or vocational training in property appraisal and tax assessment.
- Michigan Certified Assessing Officer II issued by the Michigan State Tax Commission.
- Personal Property Examiner's Certificate issued by the State Tax Commission.
- Proficient use of BS&A Assessing, building permit software, APEX sketching, Microsoft Office and use of a digital camera.
- Apply a deductive, logical decision making process, i.e. interpreting legal documents.
- Demonstrate good organizational skills, efficiently manage time and organize records.
- Able to work independently and prioritize and schedule work load appropriately.

- Establish and maintain effective relationships with the general public, elected officials, and contractors as a firm, yet courteous and tactful person who displays good judgment.
- Possession of a valid Michigan Vehicle Operator's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The employee must be able to performed on-site visits to properties within the Township. The ability to drive is required in order to view the properties being evaluated for assessment purposes. During site visits to appraise properties, the employee must be able to walk around the property, use a camera, take photographs, and use a tape measure or other equipment to conduct building measurements.

While at the office, the employee must be able to type reports, prepare computer-generated statistical data and drawings. The employee must also be able to visually review tax receipts and transfer documents, and properly file and/or upgrade the Township's records accordingly. In addition, the employee must be able to compare and update property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same by inserting new data into the files. Occasionally it may be necessary to lift boxes of office supplies, files, records and building plans weighing a minimum of 20 pounds at waist-level.

During certain periods of the year, the employee must be able to work up to 12 hours per day and at least three times a year the employee must participate in mandatory public meetings. During the Annual Board of Review process, the employee must also be able to meet with the public in advance, complete and prepare reports with regard to properties being appealed to the Board of Review under State timelines.

The ability to operate a computer, copy machine, camera, answer the telephone, and use a calculator is absolutely necessary.

The ability to communicate the assessing process, reports and analyses, not only to the public, but also to the Township Board orally and in writing in English, is required.

****** Comstock Township is an Equal Opportunity Employer (EEO). Comstock Township does not discriminate on the basis of race, color, national origin, sex, religions, age or disability in employment or provision of services. In compliance with the American Disability Act, the Township will provide reasonable accommodations to qualified individuals with disabilities.******

Updated December 9, 2015